

United States Department of Agriculture



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

Phone (651) 602-7900
Fax: (651) 602-7914

Transmitted via Email

March 4, 2005

MINNESOTA BULLETIN No. 260-5- 26

SUBJECT: INF – AUDIOVISUAL EQUIPMENT INVENTORY

ACTION DUE BY: APRIL 15, 2005

Purpose. To survey NRCS offices on audiovisual equipment.

Expiration Date. September 30, 2005.

The NRCS FY 2005 Business Plan for Minnesota lists an action item that focuses on providing the needed equipment to the field for marketing. In order to provide equipment in a systematic fashion that meets the needs of the agency, it is first important to establish a benchmark of the equipment that currently exists. All NRCS Field, Project, RC&D, and Area Offices will be inventoried to develop a listing of public information equipment, to determine the condition of this equipment, and to survey user equipment need. The completed inventory will serve as the benchmark.

Once the benchmark has been established, the information will then be used by the State Marketing Committee to develop recommendations to the State Equipment and Supply Committee for future purchases.

Attached to this bulletin are equipment inventory and requests lists for review and completion. Please take a few minutes and complete the attachments and forward the information to Julie MacSwain, the State Public Affairs Specialist, by April 15, 2005. Questions pertaining to audiovisual equipment or this inventory should be directed through the appropriate channels to Julie MacSwain in the State Office at (651) 602-7859.

WILLIAM HUNT
State Conservationist

Attachment

DIST: AO
Laurie Otte, MSS, NRCS, St. Paul;
MN NRCS Marketing Committee

Audiovisual Equipment Inventory List

Date: _____

Office: _____

Cameras

Model _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Model _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Model _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

CD Burner

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Downing Displays

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Laminator

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Microphone System (P.A. System)

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Podium – Portable Table Top

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Projector

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Projector Screen

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Scanner

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Tape Recorder - Hand-held

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Television

Model _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

TV/VCR

Model _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Model _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Model _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

VCR

Model _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Other Items

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Type _____ Quantity _____
(Circle One) Good Fair Poor Needs Repair/Dispose Used/Not Needed

Requested Office Equipment _____ **Quantity** _____

Justification:

District Conservationist _____
Signature

ASTC (FO) Concurrence _____
Signature

Requested Office Equipment _____ **Quantity** _____

Justification:

District Conservationist _____
Signature

ASTC (FO) Concurrence _____
Signature

Requested Office Equipment _____ **Quantity** _____

Justification:

District Conservationist _____
Signature

ASTC (FO) Concurrence _____
Signature

Requested Office Equipment _____ **Quantity** _____

Justification:

District Conservationist _____
Signature

ASTC (FO) Concurrence _____
Signature

Requested Office Equipment _____ **Quantity** _____

Justification:

District Conservationist _____
Signature

ASTC (FO) Concurrence _____
Signature